

Charge: \$25.00
 \$50.00

Fremont Area District Library Meeting Room Reservation

(Please allow 30 minutes for set-up)

Date of Meeting: _____ Time: from _____ to _____

Room: Community Room Upper Level Conference Room Training Room

Meeting rooms MUST BE VACATED prior to library closing.

(Organizations will be charged \$25.00 each time staff is required to either open and/or close the library.)

Name of Organization: _____

Contact Person: Name: _____

Phone: _____

Email: _____

First time user?

_____ yes _____ no

Nature and Purpose of Meeting: _____

Expected Attendance: _____

Please Check Items Needed:

_____ coffee pot _____ easel _____ DVD/projector _____ lapel microphone

_____ podium _____ VCR/projector _____ overhead projector

_____ handheld wireless microphone _____ laptop/projector/wireless mouse

NOTE: I understand library events take precedence and this reservation may be canceled or modified as needed. I understand that my organization is financially responsible for the repair of damage to rooms, furnishings and the repair or replacement of any of the equipment listed above that is damaged or missing following this session. I also understand that my organization is responsible to clean up according to the attached checklist.

I hereby apply for use of the library's meeting room and agree to abide by the policies furnished to me, and to give notice of cancellation within two working days prior to the meeting to the office of the Administrative Assistant.

Date

Signature

FOR OFFICE USE ONLY

Authorized By: _____

Special Instructions: _____

Staff Report:

Room was left in: () satisfactory condition () unsatisfactory condition

Explanation/initials: _____

Damaged Items: _____

Missing Items: _____

Time room opened: _____

Time room closed: _____

Approved: October 8, 2002

Effective: January 1, 2003 Modified : May 23, 2006

****Please fax this form to (231) 924-2355****

Meeting Room Checklist

- All trash should be deposited in the trash receptacle.
- Coffee maker should be clean and unplugged.
- Kitchen counter tops and kitchen sink should be clean.
- Remove all leftover food from the kitchen.
- Remove all disks, CD's, videocassettes, and DVD's from equipment.
- Laptop, DVD, VCR, LCD projector, overhead projector, microphones and sound system should be off.
- All lights in the Meeting Room should be turned off.
- Community Room exit door to parking lot should be securely locked.